

FAIRFAX COUNTY PARK AUTHORITY
Parent Packet
Vendor & School-based Camps



****Please check the outside mailing label to be sure your child has been assigned to the correct camp.**

DO NOT MAIL FORMS IN. FORMS MUST BE PRESENTED ON FIRST DAY OF CAMP.

Fairfax County Park Authority camps are established to provide children with a safe and enjoyable environment in which children can experience and explore the world around them. The programs recognize children as unique individuals who deserve the right to be treated equally with fair and consistent limits. Our programs are not affiliated with any religious organizations.

EMERGENCY MEDICATION

Epi-Pens and Inhalers may accompany your child to camp as long as the proper medical authorization is completed by a physician. Without this form, you will not be permitted to leave these emergency medications at camp. Please call (703) 324-8571 for the Authorization for Inhaler or Epi-Pen or go to our website at www.FairfaxCounty.Gov/Parks to obtain these forms.

SICK/ILL CHILDREN

If a child arrives with symptoms of illness or a temperature over 100 degrees, the child will not be permitted to stay. Parents must pick up sick/ill children immediately. Site staff will notify all parents about disease outbreaks. A doctor's note is required before children may return.

SIGNING IN/OUT

Authorized individuals 18 years or older must sign child in and out each day. Staff are required to I.D. all persons picking up children. Children will not be released to anyone not on the Pick-Up Authorization Form. Custody issues require special attention, please call Youth Services at 324-8571. Parents must walk child to the specific meeting area.

LATE PARENT POLICY

If a parent or authorized person is late in picking the child up, a late fee of \$5 for every 15 minutes will be applied. If a child is consistently picked up late, the child may be dismissed from the program. Children become upset when parents are not on time, please call the site if you know you will be late. A staff member will remain with the child up to one hour after the program ends. After one hour Child Protective Services will be called. **STAFF IS NEVER ALLOWED TO TRANSPORT CHILDREN HOME!**

CHILDREN'S BELONGINGS

Please label ALL belongings. The FCPA and the site staff are not responsible for lost/stolen items. Personal belongings should be kept a backpack.

SUNSCREEN & LOTION APPLICATION

Staff is not permitted to apply sunscreens or lotions to children.

BEHAVIOR MANAGEMENT AND DISCIPLINARY ACTIONS

If a child brings a weapon to camp, intentionally harms others, vandalizes property, or displays other extreme behavior, he/she will be dismissed from the program and no refund will be given. For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. FCPA reserves the right to immediately dismiss a child from any program. STAFF WILL NEVER: 1) use physical punishment; 2) be verbally abusive; 3) force, withhold, or substitute food; 4) give any child the authority to punish another child; 5) place a child out of visual/hearing sight, in the dark, or in an unventilated place; 6) punish a child for a toileting accident.

All participants enrolled in Fairfax County Park Authority programs must meet the code of conduct which states children must be able to demonstrate the following with minimal direction: (1) must be able to maintain personal care without staff support (2) stay with assigned group (3) respect others (listen, follow directions, use appropriate language, keep hands to oneself) (4) maintain self control (5) meet the prerequisite skills for the program if required.

REPORTING CHILD ABUSE & NEGLECT

If it is suspected that a child has been abused, neglected, or exploited in any way, program staff is required to report it to the Youth Services Director who will immediately make a report to Child Protective Services. Confidentiality will be maintained.

QUESTIONS/CONCERNS

If you have questions or concerns, you can address them to any of the following people: Camp Staff, Site Manager or Contractor, or Youth Services Specialist (324-8571).

REFUNDS/TRANSFERS

Refund and transfer requests must be submitted at least ten working days prior to the camp session being requested. A \$25 service fee will be applied to all refunds. Once camp begins, refunds will only be given for medical emergencies with doctor's certification.

INCLEMENT WEATHER

Please check with your child's instructor for the inclement weather policy camp will be following. Children will go outside on code red days before noon and will be given several water and shade breaks.



Accommodations: If participation accommodations and/or alternative formation formats are needed in accordance with the Americans with Disabilities Act, please call (703) 324-8563 at least 10 working days in advance of the date needed. TTY (703) 803-3354

REMEMBER TO BRING FORMS WITH YOU ON FIRST DAY. DO NOT MAIL.